

## **SMOKING POLICY**

The smoking of cigarettes, cigars, and pipes is not permitted in any state facility except in designated smoking areas. The term "facility" includes all buildings used by state government and applies to private offices, cubicles, libraries, conference rooms, lobbies and restrooms.

This policy will be in effect twenty-four (24) hours a day.

No smoking signs will be posted throughout the facility.

The following areas cannot be designated smoking zones:

- Elevators, escalators, stairwells, cafeterias (except in certain specified areas);
- Work areas, I.E., desk, computer or printer rooms, conference rooms, supply rooms, patient care areas; or
- Areas used by all workers and/or visitors, i.e., reception areas, restrooms, hallways or break rooms.

All complaints will be addressed through an established grievance process.